

INFORMATION SYSTEMS TECHNICIAN

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: August 28 – September 1, 2006

Collective Bargaining Identification: R01

Job Analysis Conducted By: Dianna Boyd, Associate Personnel Analyst
Selection Services Section

Number of Incumbents: There are 11 incumbents in this classification per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated January 24, 2006.

Names of the Subject Matter Expert(s) and their background:

David Williams, Staff Information Systems Analyst (Supervisor)

David Williams is currently a Staff Information Systems Analyst (Supervisor) and has worked for the Department of Corrections and Rehabilitation for 8.5 years. He was an Information Systems Technician for 3 years.

Julie Williams, Data Processing Manager III

Julie Williams is currently a Data Processing Manager III and has worked for the Department of Corrections and Rehabilitation for 14 months. She has supervised the Information Systems Technician class for over fifteen years with CDCR and at various other State agencies.

Darryl Mann, Staff Information Systems Analyst (Supervisor)

Darryl Mann is currently a Staff Information Systems Analyst (Supervisor) and has worked for the Department of Corrections and Rehabilitation at EIS for 8 months, and as Associate ISA at CYA for 4 ½ years, and as DPM I at Department of Technology Services for 1 year.

INFORMATION SYSTEMS TECHNICIAN INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California, Information Systems Technician
- State of Alaska, Parole Officer, Data Processing Technician I
- State of Colorado, Information Technology Technician I
- State of Florida, Computer Operator II
- State of Nevada, Information Systems Specialist I

Also included is the duty statement from the Enterprise Information Systems (EIS) Data Center Section of CDCR.

Other sources were viewed for information (e.g. Arizona, Utah, & Minnesota); however, the information was not relevant to the job analysis and therefore not included.